

OHIO GUYAN DISTRICT BYLAWS

Article I: Name

The name of the organization is Ohio Guyan District, West Virginia Garden Club, Inc.

Article II: Purpose

1. To co-ordinate the activities of National Garden Clubs, Inc. West Virginia Garden Club, Inc. and the clubs of the Ohio Guyan District.
2. To assist in providing education, resources, and networking opportunities for its members to promote the love of gardening, as well as civic and environmental responsibility.
3. To keep the clubs within the district informed of new objectives and assist in the development of clubs within this district.

Article III: Membership

Membership is open to paying members of the West Virginia Garden Club, Inc. in Ohio Guyan District located in Boone, Cabell, Lincoln, Logan, Mason, Mingo, and Putnam and Wayne Counties in West Virginia.

Voting members shall be the officers of Ohio Guyan District, all State Board members residing in the District and Club Presidents or their representatives.

Article IV: Dues

The annual dues for membership shall be \$2.00 per club member, payable by each clubs's treasurer to the District Treasurer and due by the Fall District Meeting. Clubs whose District dues are not paid by January 1st shall be considered delinquent and so notified.

Article V: Officers

1. Officers

- a. The officers of the Ohio Guyan District are Director, Assistant Director, Secretary and Treasurer.
- b. The Executive Committee consists of the officers and previous Director.

2. Duties

- a. District Director shall
 - i. Preside at all meetings of the Ohio Guyan District. The District Director shall appoint the District Secretary, treasurer and any committee chairs;
 - ii. Serve as a member of WVGCI Board of Directors. Visit clubs upon invitation and promote the national and state objectives;
 - iii. Maintain a district director notebook to be passed on to their successor;
 - iv. In consultation with the state president, arrange a fall district meeting, and a spring workshop with all clubs to participate;
 - v. Serve on the state convention committee or appoint a member to serve in his/her place. When the District Director attends the state convention or other State Board of Director meetings, the District Treasurer will reimburse the Director for expenses not to exceed \$300; and
 - vi. At the Fall District Meeting in odd years, the Director appoint a nominating committee, consisting of three members from various clubs throughout the district.
- b. Assistant Director shall
 - i. Help the Director and preside for the Director when the Director is absent or cannot fulfill the duties.
 - ii. When the Assistant Director attends the state convention, the treasurer will reimburse the assistant Director for expenses up to \$150

- c. Secretary shall
 - i. Record and keep the minutes of the spring workshop, the annual fall meeting and any executive committee meetings; and
 - ii. Maintain copies of the minutes and turn over to his/her successor. A copy of all minutes shall also be kept in the District Director notebook.
- d. Treasurer shall
 - i. Receive all dues and disperse all funds of the Ohio Guyan District;
 - ii. Establish a two signature account with the district Director, either of which may make deposits or withdrawals. The treasurer will keep accurate and up-to-date records of all transactions;
 - iii. Present a detailed report at the annual meeting and a summarized report at the spring workshop. At the end of each administration, an internal auditing committee, appointed by the Director, shall examine the treasurer's records;
 - iv. Send to the State Treasurer a copy of the year-end financial statement after the fall district meeting.

3. Election, Terms, Removals and Installations

- a. The Director and the Assistant Director will be elected by the membership at the Annual District Meeting. The Director will appoint the Secretary and Treasurer.
- b. The term of office shall be two years.
 - i. No Director shall serve more than two consecutive terms totaling four years; and
 - ii. To be eligible for Director, the member shall have served as an officer of a Garden Club and shall have attended a state meeting in a preceding year. This can be the meeting at which the Director is installed subject to prevailing circumstances.

- c. The District Director shall be installed at the next WVSGC Convention and will take office at that time.
- d. In the event an officer has not fulfilled their duties, the District Executive Committee has the authority to replace that officer.

VI: Meetings

There shall be two meetings per year during the two-year term of the administration: the Spring Workshop and the Annual District Meeting.

1. The spring workshop shall follow the state convention, at which time the president packets should be distributed.
2. The fall district meeting shall follow the state fall board meeting. The State President and District Director shall set the date. The time and place shall be chosen by the District Director.
3. Attendance at the meetings are required of the club president or their representative. They are also open to any club members.
4. The District Director may call a special meeting if the need arises.
5. Two-thirds of the District clubs shall constitute a quorum at an annual or special meeting, each club having one vote.
6. In an emergency situation, if the need arises to obtain a vote of club members between district meetings, a ballot may be electronically sent to the executive committee and the club Presidents by mail, or if any members do not have email, the ballot will be mailed to those members. Any member who holds more than one office shall have only one vote.

Article VII: Committees

1. The standing committees of the District will be Audit and Nomination, both appointed by the Director.
2. Ad Hoc Committees: The Director may appoint ad hoc committees as needed for specific tasks or projects.

Article VIII: Amendments

These bylaws may be amended at an annual district meeting by a two-thirds vote of the members present provided the proposed amendments have been presented in writing to the executive committee and distributed to members at least 15 days prior to the vote.

Article IX: Dissolution

This club is a nonprofit organization. In the event of the dissolution of the district, all assets shall be transferred to West Virginia State Garden Club, Inc.

These Bylaws were amended September 24, 2024.

Adapted : October 12, 2024